



Void All Checks in a Batch

To void all scanned checks in a batch, complete the following steps:



Application Tip

Only batches in **Open** status can have all checks voided at once.

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to void a check for by checking the box under the **Select** column

Under **Batch Status**,

- Select the **Status** you want to view by checking the **Open or Closed** box under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.



Application Tip

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days, then only the most recent 1,000 batches appear.

**Application Tip**

If you run a search **without** specifying any criterion (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

**Application Tip**

If the only search criteria entered is a valid **Batch ID**, then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**, *optional*
4. Click **Search**. The *View Batch* page appears.
 5. Click the **Batch ID** hyperlink. The *View Checks* page appears.

**Application Tip**

If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

6. Under Batch Commands, click **Void All**.
7. Click **Confirm** at the prompt asking if you want to void all checks.
8. Enter comments concerning the void request at the prompt and click **OK**.

9. Click **OK** at the final prompt stating that the checks in the batches have been voided successfully.



Application Tip

After an entire batch of checks is voided, as a best practice, it is recommended that the batch be deactivated so that it is not accidentally forwarded for settlement. Deactivated batches will still be archived to the Historical Database after 18 months as all batches and their associated check items are archived regardless of the batch status.



Application Tip

Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Void All** to void all items in the batch.
- Click **Print Batch List** to print the batch list.
- Click **<** to go to the first batch.
- Click **>** to go to the next batch.
- Click **<<Image** to return to the previous check.
- Click **>>Image** to view the next check.
- Click **Zoom-** to reduce the image size.
- Click **Zoom+** to enlarge the image size.
- Click **Rotate Left** to turn the image to the left.
- Click **Rotate Right** to turn the image to the right.
- Click **Show Item** to view the check item details.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print a batch list report.